Dunedin Fine ART Center

RENTALS

2016 - 2017

Rentals at DFAC

Welcome to the Dunedin Fine Art Center (DFAC) and a unique experience for your guests! We are a not for profit, visual arts educational center with museum quality Galleries and an inviting open space suitable for your special event. This Rental Package introduces you to our facility, opportunities and policies to ensure every detail of your event is taken care of. We look forward to serving you ***where the Art is!***

Syd Entel Founders Hall

Hall use	Sq. Ft.	Capacity Standing Max	Capacity Banquet Max	Rental Fee
Receptions * Food & drinks open space only. Galleries for viewing.	3,000	300	100	$2000
Luncheons ** Private Luncheon Bookings over 20 guests				$150

* **Rental fee includes:** (5) hours of facility use which includes set-up and break-down. Any additional hours to the above will be charged at $250 per hour.

All rental fees do not include tables, chairs, table linens or additional equipment. (see page 3)

Non-profit organizations with a (501(c)(3) charitable status hosting a reception will receive a 25% discount on the rental fee only and are sales tax exempt. Additional hours and equipment are not discounted.

** DFAC and the Palm Cafe get many requests for private luncheons. The Palm Cafe' remains open for visitors, staff, students and tourists during 10 - 2 pm and seating is limited.

Parties of 20 or more guests, who all are seated together, are considered luncheons and are set up in the Founders Hall for a $150 fee.

Event Equipment and AV Needs

Prices include set-up and break-down

Item	Description	Per Item
Rectangle Table	6 ft.	$6.00
Bar – Two 6ft Tables	with extended legs	$12.00
Hi-Top Bar Tables covered in Black Cover 12 Available	42" high X 30" diameter	$10.00
Round Table Seats 6 - 22 Available	46" diameter	$6.00
Chairs -124 available	White, folded, padded seat	$3.00
Sound System		$50.00
Podium		$10.00
Projector		$50.00
Screen		$50.00
Staging Room Required for Caterer	West Wing	$50.00
Table Cloths and Table Skirts	Outside Vendor	n/a
Chair Covers	Outside Vendor	n/a

ADDITIONAL REQUIRED SERVICES

A House Manager is included in the rental fee for five hours. We allow one hour set-up prior to the event, three hours for the event and one hour break-down. Events that run over the five hour period will be charged $250 per hour. The renter is encouraged to secure the appropriate time period at the time of rental. For example, if the invitation says 6 – 9 pm but you book the DJ to 11, then the rental agreement would be 5 – 11 pm, 6 hours.

CATERERS

Weekday luncheons, Monday to Friday, and weekday evenings, Monday to Thursday, Stephen Michael's Palm Café in the Dunedin Fine Art Center will provide a full array of hot and cold gourmet choices for your reception.

The following preferred caterers for Friday night, Saturday and Sunday receptions:

- Dunedin Fine Art Center's Stephen Michael's Palm Café (727) 483-4659.
- Delectable's Fine Catering, Inc. (727) 781-1200
- Moffat's Cup of Tea (727) 776-2888
- The Stuffed Mushroom (727) 726-8686
- Wildflower Café (727) 447-4497

If renter wishes to use a caterer not on the above list they must present reference(s) for Caterer and advise Caterer to contact/visit DFAC prior to approval.

All caterers are required to pay DFAC 10% of food and beverage for total catering fee due the day of the event when setting up. (Caterer: checks made payable to Dunedin Fine Art Center. Give check to DFAC House Manager on the day of the event.)

TABLECLOTHS, TABLE SKIRTS & CHAIR COVERS

You are welcome to choose the linen supplier of your choice to provide tablecloths, skirts and chair covers. For your convenience Connie Duglin Specialty Linen & Chair Cover Rentals has provided a full array of linens, napkins and chair covers at reasonable prices.

POLICIES FOR DFAC FACILITY USE

The following policies have been developed for use by individuals, corporations, and non-profit groups renting an area in the **DUNEDIN FINE ART CENTER, INC. ("DFAC"),** located at 1143 Michigan Blvd., Dunedin, Florida 34698 (Phone: 727.298.3322). ***All use of DFAC shall be compatible with and not disruptive of the programs and ongoing activities of DFAC.***

All Galleries are open to the public until DFAC's normal closing times: Monday-Friday: 9:00 am to 5:00 pm; Saturday- 10:00 am to 2:00 pm; Sunday – 1:00 pm to 4:00 pm. (Note: hours may change due to special circumstances. Please check when signing rental contract.)

DISCOUNTS & COMPLIMENTARY RENTALS
Discounts are a benefit of some Membership levels and are offered to local Non Profits as a courtesy. Current DFAC members of the Circle of 100, Director's and President's level patronage ($1,500 and higher annual support) will receive a 25% discount on the rental and equipment fee. DFAC Donors who give $10,000 per year or more will receive one complimentary room rental per calendar year.
Non-profit organizations with a (501(c)(3) charitable status will receive a 25% discount on the space rental fee and are sales tax exempt. Additional hours and equipment are not discounted.

SPACE & EQUIPMENT FEES
DFAC has several spaces available for your event at different fees. Equipment and AV needs are additional fees. All space and equipment are subject to sales tax.

HOUSE MANAGER
DFAC provides a House Manager for the 5 hours of your event. The House Manager ensures everything you have requested is in good working order, assists with questions and keeps things flowing. The House Manager is charged with maintaining a safe environment, assisting the host to bring the party to a close, and, ensuring DFAC is returned to its original state.

- **Events that go over 5 hours will be charged $250 an hour.**

FUNDRAISING
DFAC policy prohibits the use of DFAC Facilities for a fundraising event unless otherwise agreed to by the CEO/President.

- **DFAC prohibits political party fundraising events.**

ALCOHOL
Alcohol is limited to inside facilities only. Alcohol consumption must comply with all applicable State of Florida laws and cannot be sold on the premises as DFAC does not have a liquor license. Alcohol may only be served under caterer or hired bartender's license.

- **Renter must have proof of insurance and name DFAC as additional insured.**

CATERING
Caterers and their clients will have access to the facility according to the agreed time on the Facility Usage Agreement. All food must be prepared off-site. No cooking is allowed. If the Caterer requires a staging area, with water access, the renter must reserve at time of rental. (Cannot use the Palm Café facilities.) The rental party is responsible for removing all items brought in to their function and removing all trash. The facility must be left in the condition that it was presented in. Any damages will be charged to the Renter.

CHECK-OUT AFTER EVENT
Prior to vacating the facility after an event, the Renter must check-out with the DFAC House Manager. Together they will perform a walk-through of the facility and will address any items that need to be taken care of prior to the Renter and Caterer leaving.

CLEAN-UP/TRASH
The Renter and Caterer are responsible for bagging all trash. Caterer must bring their own garbage bags and take garbage with them. DFAC does not have a dumpster for catering trash. Floors, countertops must be left clean. Renter will be responsible for any and all costs incurred by DFAC in cleaning and restoring the premises used by renter during the event.

DECORATIONS
Decorating is limited to table decorations and must be approved prior to event. Decorating on the walls of the facility or hanging items from the ceilings and lighting are not permitted. Use of helium or hydrogen balloons is not allowed.

- **No candles or open flame. May use battery votives only.**
- **No glitter or confetti may be used.**

GUESTS/VENDORS
The Renter is responsible for the behavior of all guests and/or vendors secured for their event. The Renter is responsible for any damages incurred, as stated above.

- **Children are to be attended to at all times during the event.**

MUSIC/DJ'S
Music providers and DJ's will have access to the facility according to the agreed time on the Facility Usage Agreement. Any additional hours to the above will be charged at $250 per hour.

INSURANCE
Renters are required to provide proof of comprehensive general liability insurance at the request of the Dunedin Fine Art Center. Liability insurance provides coverage for injury or property damage to others as a result of your event and the signing of this policy ensures that renter is ultimately responsible for the safety of all its invitees, guests, agents or sub-contractors.

- **Proof of Liability Insurance Coverage is expected 30 days prior to the event.**

PAYMENTS / DEPOSIT
A 10 % deposit is required to reserve a space and to create a rental contract. The entire balance is due two days before your scheduled event.

- **Deposits are non-refundable.**

PARKING
On-site parking is available in the DFAC parking lot. Parking is on a first-come, first-served basis. Rental parties will not have reserved lots, spaces, etc.

- **If you wish to use Highland Park for parking (the open field next to DFAC) special arrangements must be made prior to the event by calling the City of Dunedin Community Center (727) 812-4530. You may also wish to rent the light pole.**

SMOKING
DFAC is a non-smoking facility.

Other Options

We would love to have your event at Dunedin Fine Art Center but know we cannot accommodate everyone. If your dates are not available or our facility cannot hold your anticipated guest list we encourage you to contact our neighbor, The City of Dunedin Parks & Recreation Department, to see if they have space available. They have several spaces ideal for bridal or wedding showers, committee meetings, anniversary parties, sweet sixteen parties, employee trainings, etc.

City of Dunedin Facilities include:

Dunedin Community Center
1920 Pinehurst Rd.
Dunedin FL
(727) 812-4530

Kids Place Martin Luther King, Jr. Rec Center
550 Laura Lane
Dunedin FL
(727) 738-2920

Hale Senior Activity Center
330 Douglas Ave.
Dunedin FL
(727) 298-3299

Stephen Michael's palm cafe
at the Dunedin Fine Art Center

The Palm Café offers a wide assortment of delicious food for your guests. Special dietary needs can be accommodated. Catering arrangements are made directly with Stephen Decaire. To make an appointment to develop your menu call Stephen at (727) 483-4659. Payment is made to Palm Café. Major credit cards are accepted.

MENU

BREAKFAST & BRUNCH

LUNCH

MORNING & AFTERNOON TEA

APPETIZERS

ENTREES

BUFFETS & FOOD STATIONS

DESSERTS

BEVERAGES

Linen & Chair Cover Rental

For your convenience we invited Connie Duglin, Specialty Linen & Chair Cover Rental to prepare a price list for your linen needs.

A sample book of solid linen colors is available onsite for your convenience, when deciding what colors will make your event special. For specialty fabrics contact Darin Suchon at (727) 452-1834 or the Corporate Headquarters at 813-855-9789.

Item	Size	Per Cost	# Needed	Cost
Tablecloth	70" x 70"	$7.40		
Tablecloth	90" x 90"	$8.40		
Tablecloth	54" x 120"	$7.35		
Tablecloth	90" x 132"	$13.10		
Tablecloth	90" round	$7.35		
Tablecloth	120" round	$11.55		
Skirt	8 ft	$10.00		
Runner	15" x 120"	$4.00		
Napkin	20" x 20"	$0.53		
Chair Cover	DFAC Chair	$2.00		
			Sub Total	
			7% State Sales Tax	
			Free Delivery and Pickup	0
			Total	$

To Order Contact:

Darin Suchon - Mobile: (727) 452-1834 - darin@cdlinen.com
Connie Duglin Specialty Linen Rental
For more information check out the website: www.cdlinen.com

FACILITY USAGE AGREEMENT page one

Renter Name: **DFAC PATRON/MEMBER YES NO**		**Date of Event:_____** **Mon Tues Wed Thurs Fri Sat Sun**	
Space/Equipment	**Per Item**		**Cost**
Founders Hall Fri. Sat. Sun.	$2,000.00		
Additional Hours	$250.00		
Luncheon over 20 Guests	$150.00		
Staging Room Required for Caterer	$50.00		
Sound System	$50.00		
Podium	$10.00		
Projector	$50.00		
Screen	$50.00		
	Per Item	**X # Needed**	
Rectangle Table – 6 ft	$6.00		
Bar – Two 6ft Tables with extended legs	$12.00		
Hi-Top Bar Tables covered in Black Cover 12 Available	$10.00		
Round Table - Seats 6 - 22 Available	$6.00		
Chairs – White, folded, Padded Seat -124 Available	$3.00		
Add Items in Cost Column		**Sub Total**	
Subtract Patron/Non Profit Discount		**- ____%**	
Non Profits Must Provide Copy of Tax Exempt Letter		**+ 7% Sales Tax**	
Invoice Issued yes/no		**Total**	
10% Deposit is non refundable	**Paid by: Check Credit Card**	**10%**	
Balance to be paid 2 days prior to event		**90%**	
	Date Balance Paid		

DFAC Representative: _____ Renter Signature: _____

Please Complete Next Page

FACILITY USAGE AGREEMENT page two

Contact Name:	Driver's License #
Business/Organization:	Title:
Rental Space:	Name of Event:
Rental Layout Map Attached:	
Rental Date:	Rental Time:
Access Time and Special Requests:	Parking Needs:
	Dunedin Community Center Parking Approval **Phone: (727) 812-4530** Yes/No
Type of Event:	Estimated Guests:
DJ Name:	Set Up Time: Breakdown Time: DJ Phone Number:
Caterer:	Caterer Contact & Phone:
Caterer Special Instructions:	
Caterer Fee Paid (10% of Contract): $	Caterer Contract Attached Yes/No
Linens Provider:	Phone:
Liability Coverage Attached Yes/No	Non Profit & Tax Exempt Documentation
Total Rental Cost: $	Rental Deposit Paid: $
Balance Due: $	Balance Paid Date:

I (the renter/s) accept, understand and agree to comply with the Dunedin Fine Art Center Event Policies. I certify that all facts and information provided is accurate and agree to abide by the policies fully. I agree to obtain and furnish DFAC with a certificate of general liability insurance and name DFAC as an additional insured.

Renter Signature: _____ Date: _____

Renter Name (Printed): _____Title:_____

E-mail: _____ Phone: _____Cell:_____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

DFAC Representative: _____ Date: _____

EVENT CHECKLIST:

Date of Event: _____ Renter / Organization: _____

Name of Event: _____ Renter Contact Phone: _____

- ☐ SPACE LAYOUT PLAN – LOCATION OF TABLES, CHAIRS, BAR, FOOD TABLES, HIGH TOPS
- ☐ CERTIFICATE OF INSURANCE LIABILITY COVERAGE
- ☐ TAX EXEMPT DOCUMENTATION
- ☐ NON PROFIT DOCUMENTATION
- ☐ CITY OF DUNEDIN HIGHLAND PARK - PARKING APPROVAL
- ☐ CATERER CONTRACT:
- ☐ ART INSTRUCTOR HIRED:
- ☐ DJ CONTRACT:
- ☐ LINEN PROVIDER:
- ☐ DECORATIONS/FLOWERS:
- ☐ SPECIAL REQUESTS
  - EARLY DROPOFF/DELIVERIES _____
  - LATER PICKUP _____
  - OTHER _____
- ☐ GARBAGE BAGS
- ☐ DISPOSABLE NAPKINS, PLATES, SILVERWARE, CUPS, GLASSES ETC.

_____

Copy to:

- ☐ President/CEO
- ☐ Accounting Manager
- ☐ Vice-President/COO
- ☐ Operations Director

Dunedin Fine ART Center

1143 Michigan Blvd. - Dunedin, FL 34698
727.298.DFAC - www.dfac.org
events@dfac.org